

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	3/91	1/16	6	6.13
CHAPTER Chapter 6. Requirements of Management – SO’s		SUBJECT Civil Rights Compliance and Enforcement			

The CACFP must ensure that program benefits are made available to all eligible individuals without regard to race, color, national origin, age, disability, sex, gender identity, , religion, reprisal and , where applicable , political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual’s income is derived from any public assistance program.

As part of the application process, the sponsoring organization must provide information on:

- Estimate of the racial/ethnic makeup of the population to be served in each child care facility. Sources for this information might include census data or public school enrollment.
- Actual beneficiary data by racial/ethnic category for each child care center. Visual identification may be used to determine a beneficiary’s racial/ethnic category or the parents of a beneficiary may be asked to identify the racial/ethnic group of their child. Parents may be asked to identify the racial/ethnic group of their child only after it has been explained, and they understand, that the collection of this information is strictly for statistical reporting and has no effect on the determination of their eligibility to receive benefits under the program. Beneficiary documentation may be recorded on the Beneficiary Data Report form.
- Efforts to be used to assure that minority populations have an equal opportunity to participate.
- Efforts to be used to contact minority and grassroots organizations about the opportunity to participate.
- Any other Federal agencies providing financial support to the sponsoring organization.

Throughout the program year, the sponsoring organization must:

- Display the “And Justice For All” poster in a prominent place in each sponsored facility.
- Display the “Building for the Future” poster in a prominent place in each sponsored facility.
- Have the capability of providing informational materials in the appropriate language translation concerning the availability and nutritional benefits of the CACFP.
- Make available program information to the public upon request. Upon initial visits, parents of potential beneficiaries shall be given specific program information which is pertinent to their children’s receipt of benefits under the program.

- Provide the nondiscrimination statement and procedure for filing a complaint in information concerning the program or program activities directed to parents of beneficiaries and potential beneficiaries.
- Provide translation services or bilingual staff for areas where a significant proportion of the population of the area served by the child care center is composed of non-English or limited English speaking persons who speak the same language. Program information shall be provided in the appropriate language.
- Provide annual training to individuals identified as front line staff on all aspects of civil rights compliance. Specific subject areas include, but are not limited to:
 - Collecting and using data,
 - Effective public notification systems,
 - Complaint procedures,
 - Compliance review techniques,
 - Resolution of noncompliance,
 - Requirements for reasonable accommodation of persons with disabilities,
 - Conflict Resolution, and
 - Customer Service.

Staff should be able to identify a civil rights complaint if received. They should know what to do if they receive a complaint and they should understand that it is the basic right of the individual to file a complaint. A *Civil Rights Training* PowerPoint module for sponsor and staff training is available at: <http://health.mo.gov/cacfp>.

Reference: FNS Instruction 113-1